

## Wesley House Family Services

### Position Description

**Position Title:** In-Home Nurturing Parenting Specialist  
**Department:** Community Based Care  
**Purpose:** Prepare, teach and coordinate Nurturing Parenting Program and other approved curriculum in parent's homes and group-based classes using evidence-based model curriculums.

**Reports To:** Director of Prevention Services

**Funded By:** Grant funded

**Classification:** 1.0 FTE, Non-Exempt

#### Responsibilities:

- Teach the Nurturing Parenting Curriculum (NPP) or other identified curriculums consistently in accordance with evidence and best practices.
- Provide Child Facilitator services during group classes as needed.
- Prepare and completes all intake appointments with clients in a timely manner
- Prepare and completes all client reports in a timely manner
- Document verbal and behavioral client participation and progress in a consistent and timely manner
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements.
- Work in collaboration with the Family Specialist to deliver in-home services.
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Perform other duties as assigned

#### Performance Measurements:

- Complete pre-assessments of parenting skills during intake appointments with clients
- Ensure the completion of status reports to be completed within one week after every fifth group session offered or fifth lesson offered in-home.
- Termination of Services forms to be completed within two business days of client termination from the parenting program
- Contact client within three business days of receipt of referral to initiate services
- Ensure the completion of screening form within three business days of determining client's ineligible or has declined parenting services

- Ensure the completion of initial report summarizing assessment within two business days of completing the client intake appointment.
- Ensure the completion of final reports within ten business days of final class or final appointment
- Ensure the submissions of all reports to referral source within one business day of signature from Director of Clinical Services.
- Ensure the submissions of all reports to the court within three business days of signature from Director of Clinical Services as required
- Continuously assess family needs and document recommendations for additional services
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements

#### Qualifications:

- Bachelor's degree required in social work or related area of study
- Demonstrate the ability to engage parents, caregivers, community partners and children and communicate in an effective, therapeutic manner.
- Demonstrate independent decision making and flexible scheduling.
- Demonstrate a passion for ensuring children have safe, loving families in which to grow.
- Ability to prioritize many tasks and meet deadlines.
- Possess excellent written and verbal skills
- Demonstrate use of technology in daily work activities.
- Demonstrate proficient use of software programs such as Word, Excel and Outlook.
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally
- Valid Florida Driver's License
- Valid Florida Auto Insurance

### Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

\_\_\_\_\_  
In-Home Nurturing Parenting Specialist (Signature)

\_\_\_\_\_  
Director of Prevention Services (Signature)

\_\_\_\_\_  
In-Home Nurturing Parenting Specialist (Print)

\_\_\_\_\_  
Director of Prevention Services (Print)